

## CONFIDENTIALITY OF STUDENT RECORDS

### Security of Net IDs and Passwords

Your Net ID and password may not be shared with anyone. This account is set up for only your use. You may not log on anyone else with your Net ID and password. You may not leave your account active while you are out of your office. To secure your account, you must either log off the system or protect your PC with a password (i.e., screensaver password). Violation of this policy could result in revocation of your access to Banner and disciplinary action up to and including termination of employment.

### Confidentiality of Education Records

The confidentiality of education records is governed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C, 1232g, as amended, and its implementing regulations, and the confidentiality provisions of the Tennessee Public Records Act, Tennessee Code Annotated 10-7-504(a)(4). Absent a student's written consent, review and approval by the Chancellor, the Dean of Students, the Assistant Provost and Director of Enrollment Services, or the University Registrar (or their designees) is required for the exercise of the statutory exceptions to the confidentiality of education records, including any lawful disclosure to non-University persons or agencies and disclosure under emergency circumstances.

**Confidentiality:** I understand that under mandate of federal and state laws identified on this form, University policy protects the confidentiality of education records (including student academic histories) and information contained in education records. Without the student's written consent, I will not disclose education records or information contained in education records (1) to any person or organization outside the University or (2) to any office or individual within the University community unless that University office or individual has been determined by the University to have a legitimate educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described below, I will destroy all copies so that they are no longer recognizable. I will use the education records and information in those records solely for legitimate educational purposes related to my University employment. I understand that students who have requested confidentiality will be indicated by the word 'Confidential' under their names on the Final Grade Worksheet below, and I will take particular precautions to enforce the privacy of their personal records.

By entering grades, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all education records I access herein. I understand that failure to comply with these limitations is a violation of University policy, rendering me subject to disciplinary action up to and including termination of employment. I further understand that failure to comply with the restrictions outlined on this form concerning security of my Net ID and password is a violation of University policy subject to revocation of Banner access and disciplinary action up to and including termination of employment.